Electronic Plans

- **Format:**   **PDF**
- **Naming Convention:**

		Addendum	CCO
Section Method	PCN#_Section?.pdf	PCN#_Section?Add#.pdf	PCN#_Section?CCO#.pdf
Non-Section Method	PCN#_Nonsection.pdf	PCN#_NonsectionAdd#.pdf	PCN#_NonsectionCCO#.pdf

Note: Each Addendum or CCO includes only the revised sheet(s) for that Section.

- **Original File Location:**   Office's prj folder (Ex. U:\rd\prj\CNTYPCN#\ for Road Design)
- **Page Size:**   Match Paper Size (8.5 in. x 11 in. or 11 in. x 17 in)
- **Rotation:**   Match Paper (Landscape or Portrait)
- **Color:**   Match Paper (One set matching Bid Letting Submittal)
- **Resolution:**   600dpi
- **Number pages** to match Section in PDF (Ex. B for Section B)
- **Embed Thumbnails**
- **PDF Information**
    - Fast Web View – Yes
    - Tagged PDF – No
        - Note: To check **File > Document Properties >> Description…**
- **Initial View**
    - Document Properties
        - Navigation tab: Pages Panels and Page
        - Page Layout: Default
        - Magnification: Fit Page
            - Note: To check **File > Document Properties >> Intial View…**

File size of PDFs usually is between 100 KB to 300 KB per page. Rarely should it exceed 500 KB per page. Large files can cause performance issues viewing and printing.

Standard Plates in MicroStation 11x 17 sheets

This documentation assumes:

- MicroStation V8i.
- Bentley Configuration Utility has been run.
- Plan.bdr resides in the active folder.
- Connection to the U: drive.

1. Create New MicroStaion File(DGN) using StdPlatePageSeed.dgn as the seed file.
    - Location of Seed file U:\rd\Bentley\V8i\MicroStation\Seed\English\
    - You will need one for each page of Standard Plates.
    - Name: s12001_1s12001_2.dgn, s63576s63580.dgn ….
2. Open appropriate MicroStation file created in step 1.
3. File > Raster Manager.
4. Right Click on Left Side Plate and select **File Name…**
5. Select appropriate standard plate PDF. And select OK.
    - If appropriate plate is NOT sheet one (i.e. Sheet 1 of 1 or Sheet 1 of 2 …), you will need to detach and reattach –see below.
6. Right Click on Right Side Plate and select **File Name…**
7. Select appropriate standard plate PDF. And select OK.
    - If appropriate plate is NOT sheet one (i.e. Sheet 1 of 1 or Sheet 1 of 2 …), you will need to detach and reattach –see below.
8. Repeat step 2 thru 7 as needed.

Note: These MicroStation Files can be added to your Print Organizer Set(.pset). Since the files are referenced from U:\pd\Standards\StandardPlatesPDF you will always get the lastest Standard Plate every time you plot.

Detach and Reattach standard plates.
1. Open appropriate MicroStation.
2. File > Raster Manager.
3. Right Click on appropriate file and select **Detach.**
4. **File > Attach > Raster.** (From Raster Manager)
5. Select appropriate standard plate and select Open.
6. In Raster Attachment Options
    a. Right Click on the File name and select **Page Selection…**
    b. Select the appropriate page and Select OK.
    c. Under Actions Change "Place Interactively" to **YES**.
    d. Select Attach.
    e. Follow Prompts – using the yellow points for the Left Side Plate and the red points for the Right Side Plate.

MicroStation Print Organizer
This documentation assumes:
- MicroStation V8i.
- Bentley Configuration Utility has been run.
- MicroStation is open.

File > Print Organizer

> **File > Add Files to Set…**
>> Select **Add**
>>> Add desired files.
>>> (Alternatively, you can drag and drop design files into the Print Set hierarchical view from Windows Explorer.)
>>>
>>> From Print definition creation options
>>>> **Browse** (Magnify Glass)
>>>> Select desired Print Style
>>>> **OK**

> **File > Print**
>> Select the desired **Print Range.**
>> Select the desired **Destination**. (Following documented naming convention)
>> **OK**

Note: An error message in the Message Center may indicate the PDF is read-only, or another user may have it open.

MicroStation Print – Roll Plotting

This documentation assumes:

- MicroStation V8i.
- Bentley Configuration Utility has been run.
- MicroStation is open.

Place a Fence around the desired plot area.

File > Print

        File > Select Bentley Driver

                Select SDDOTpdf_Roll.pltcfg

                Open

        Select the desired **Scale**

        File > Print

                Select the desired **Destination**. (Following documented naming convention)

                OK

Note: An error message in the Message Center may indicate the PDF is read-only, or another user may have it open.

This creates a large format PDF. To produce a large format paper you will print this PDF to a Windows Printer capable of printing rolls.

Printing a PDF

PDF's can be printed on different sizes of paper and different scaling. If possible it is best to print to a paper size that matches the PDF page size with no scaling. Most plan sheets will be on 11x17 PDF page size, so if your printer is capable of printing 11x17 you can print a scalable print. A simple way to do this is the check "Auto-Select Page Size" and set "Page Scaling: None" when printing.

If your printer can only print 8 ½" x 11" you can still print but it may not be to scale. You want to uncheck "Auto-Select Page Size" and set "Page Scaling: Fit to Paper".

Note: Preview will show the size and zoom.

Note: For duplex printing select **Properties**.

Viewing a PDF

Bluebeam ReVu allow for many options and tools to make viewing easier. Some of these you can set with the Preference dialog box. Preferences affect your view of all PDF documents, but they do not affect printing or what other users see when they view the same documents on another computer.